

USED DEALER, DEALER-WHOLESALE ONLY, AND AUTOBROKER APPLICATION CHECK LIST ✓



Applicants applying for a used dealer or dealer-wholesale only license must attend a dealer education program and pass a written examination administered by the Department of Motor Vehicles before submitting their application.

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

A. WHEN SUBMITTING YOUR APPLICATION, PLEASE PROVIDE:	✓
The original Certificate of Completion issued by the public provider. <i>(Autobroker excluded)</i>	
Photograph(s) of business location.	
A copy of your Business License.	
A copy of your State Board of Equalization Resale Permit.	
A copy of your Fictitious Name Statement.	
A copy of your rental or lease agreement.	
If applying as a Corporation, a copy of the Statement of Officers, stamped by the Secretary of States Office, is required if the corporate officers on this application differs from their current records.	
If applying as a Limited Liability Company, please provide of the Limited Liability Company Articles of Organization, LLC-1, is required.	
B. FORMS REQUIRED:	✓
Application for Occupational License, Part A (OL 21A)	
Personal History Questionnaire, Part B (OL 29) <i>Required for each person listed on the ownership structure of the business.</i>	
Application for Occupational License, Part C (OL 12)	
Surety Bond of Dealer (OL 25), OR Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, or Wholesale-Only Dealer [less than 25 vehicles per year] (OL 25B) OR Cash Bond with OL 65/94 OR Passbook or Certificate of Deposit with OL 64/65	
Certificate of Appointment <i>(on reverse side of surety bond)</i>	
Authorization To Release Financial Information (OL 53)	
Request For Live Scan Service Receipt (DMV 8016) <i>Required for each person listed on the ownership structure of the business.</i>	
Property Use Verification for Vehicle Dealer's License (OL 902)	
C. IMPORTANT INFORMATION:	✓
An Inspector will issue permits and supplies to operate only after all requirements are fulfilled, the background check performed is clear, and your location has been inspected and approved.	

Detailed information and instructions in completing and submitting applications are found in the pamphlet, "How To Complete An Application For A Dealer License", OL 248.